



# Ohio

## How to Obtain a Unique Entity ID or Register Your Entity in SAM.gov

DIRECTIONS FOR OHIO LEA'S

MARCH 2022

## BACKGROUND INFORMATION

On April 4, 2022, the federal government stopped using the Data Universal Numbering System (DUNS) and start using the Unique Entity ID (UEI) as the official entity identifier. On and after that date, the DUNS will no longer be searchable in SAM.gov or used to register an entity.

### What is a UEI?

A Unique Entity ID (UEI) is a unique 12-character alphanumeric value or identifier assigned to a specific entity. The Federal Government utilizes UEIs as the primary means of entity identification. Federal UEIs are required in accordance with [2 CFR Part 25](#). The federal government has opted to use the UEI to track how federal grant funds are allocated and expended.

### What is SAM.gov?

SAM (System for Award Management) is a Web-based government-wide registry for organizations doing business with the federal government. It is a federal system to collect, validate, store, and disseminate information about the federal government's partners, in support of the contract award, grants and electronic payment processes. It is **free** of charge to obtain a UEI from SAM.gov as well as for all organizations required to register with the federal government.

**While having a UEI is required for grantees receiving federal funds. Registering with the SAM is only required for primary awardees receiving funds directly from the federal government.**

What's the difference between only obtaining a Unique Entity ID and registering your entity?

- Obtaining a Unique Entity ID only: Some entities who do business with the government may choose not to register in SAM.gov, for example, sub awardees. In this case, those entities cannot bid directly on federal contracts as a prime contractor or seek federal assistance as a prime awardee. If this is the goal of the entity, they can go to SAM.gov and get a Unique Entity ID only (no entity registration required).
- Registering your entity: An entity registration allows your organization the opportunity to receive a contract or assistance directly from the federal government, not from another contractor or awardee. You need to register your entity in SAM.gov when you want to bid on federal contracts as a prime contractor or seek federal assistance as a prime awardee. This registration includes the receiving the Unique Entity ID.
- Click [here](#) for more details regarding *Obtaining a Unique Entity ID versus Registering your organization*.

All grantees receiving federal funds from the Ohio Department of Education are required to have a UEI. To begin the process of obtaining a UEI, proceed to Step One below.

## STEP ONE OBTAIN A UNIQUE ENTITY IDENTIFIER

### THINGS TO KNOW BEFORE YOU BEGIN

To aid in the transition from DUNS to UEI, the Federal Government automatically assigned UEI's to all active and inactive SAM.gov registered entities. You do not need to update your existing registration to be assigned the UEI.

- How can check to see if I already have a Unique Entity ID assigned to my entity?

Organizations (primes and subs) that already have a Unique Entity ID (SAM) can find it by following these instructions:

- [How to view your entity registration record](#) in SAM.gov.

*If you need to obtain a UEI (SAM), the steps are provided below.*

- What information will I need to obtain a Unique Entity ID?

The data fields required to obtain a UNIQUE ENTITY ID are not changing from what you need to provide to get a UEI (DUNS). The data fields required:

- Legal business name
- Legal business address

Some entities may be asked to provide additional business documents to establish their identity.

- How much does it cost to receive a Unique Entity ID?

It is free of charge for all organizations required to register with the federal government to request a UNIQUE ENTITY ID from SAM.gov.

**\*\*NOTE:** The online systems described in steps one and two below are not operated the Ohio Department of Education. These are simply complementary instructions provided to organizations to guide the process of obtaining a Unique Entity ID as a sub-awardee or registering in System for Award Management (SAM.gov) as a prime awardee with the US government. Any issues you may encounter with either step one or two should be directed to the help/support contacts provided within that instructional step. Thank you.

### BEGIN THE PROCESS OF OBTAINING A UEI FOR YOUR ENTITY

Please [view this video](#) and see the [Quick Start Guide for Getting a Unique Entity ID](#) for detailed instructions to obtain a UNIQUE ENTITY ID.

## STEP TWO COMPLETE A REGISTRATION IN SAM.GOV (OPTIONAL)

### THINGS TO KNOW BEFORE YOU BEGIN

If you have chosen to only obtain a Unique Entity ID as a sub awardee with the Ohio Department of Education and not register in SAM.gov please skip to STEP THREE.

A registration in SAM.gov is only required as a prime awardee who receives awards and contracts directly from the federal government. A Unique Entity ID will be assigned in the registration process.

- Why does my agency have to register to receive funds?  
Registering with the SAM is required for primary grantees receiving funds. It is a federal system to collect, validate, store, and disseminate information about the federal government's partners, in support of the contract award, grants and electronic payment processes. Registration is also necessary for any organization to apply for grants through grants.gov.
- What will I need to register with SAM?

To register in SAM, at a minimum, you will need the following information:

#### U.S. Registrants:

- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e., checking or savings, to set up Electronic Funds Transfer (EFT).

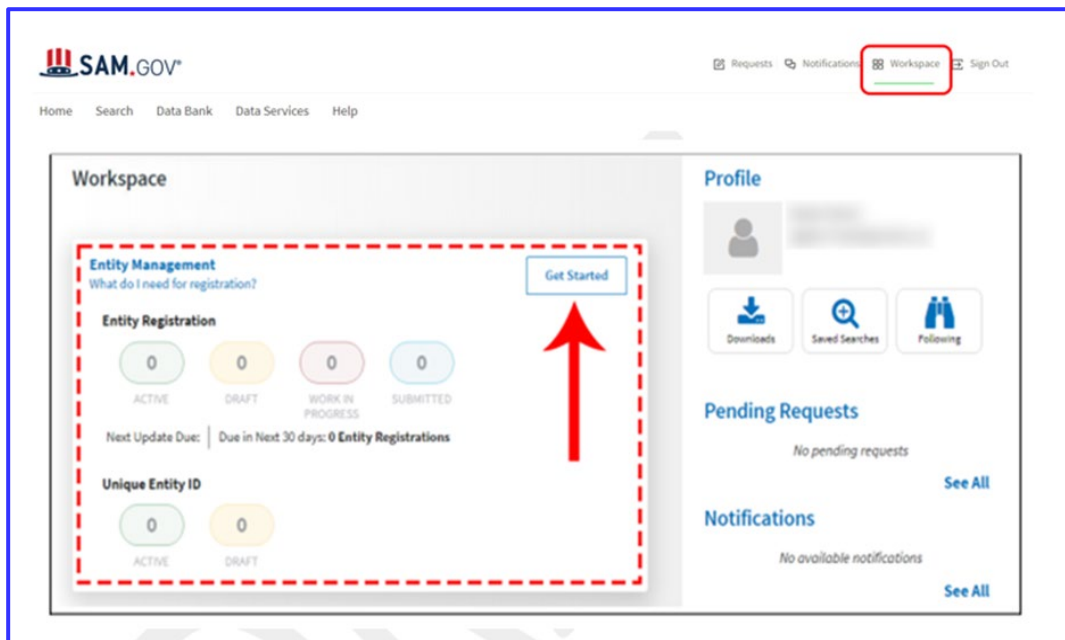
### BEGIN THE SAM REGISTRATION PROCESS

To register with SAM, go to <https://sam.gov/content/home>

Select Login (sign-in or create an account) and the prompts given.

- Create a login.gov account - you only need to do this once
- Enter an email address - use the same email address you use for SAM.gov (for system and individual federal or non-federal access)
- Have a working phone number (mobile or landline) - login.gov will send you a security code
- Once you have logged in, click the “Get Started” button on your Workspace page.

## Entity SAM.gov Workspace



**ALERT: June 11, 2018: Entities registering OR making Administrator changes in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator.**

## NEED HELP?

- What if I experience problems obtaining a UEI or with my SAM registration?

Please direct all technical difficulties to [Federal Service Desk](#) and **Create an Incident** or start a **Live Chat** with their Customer Service. Direct Phone calls can be made to (866) 606-8220.

**Still have a question?**

If you are unable to find an answer to your question using search knowledge base or help topics, you can select **Create an Incident** to login and submit a ticket or you can select **Live Chat** to login and chat with the FSD Service Desk.

[Create an Incident](#) [Live Chat](#)

## STEP THREE

### ENTER YOUR ORGANIZATION'S UNIQUE ENTITY ID IN THE OHIO EDUCATIONAL DIRECTORY SYSTEM (OEDS-R)

#### THINGS TO KNOW BEFORE YOU BEGIN

Recipients of federal funds are required enter their UEI into the Ohio Educational Directory (OEDS). OEDS supplies information to the Ohio Department of Education's grant system known as the Comprehensive Continuous Improvement Plan (CCIP). Entities that do not have a UEI entered in OEDS will not be able to successfully complete the grant submission process.

#### BEGIN THE PROCESS OF ADDING YOUR UEI TO OEDS

Please view [How to Add UEI to OEDS](#) for step-by-step instructions.

If you need assistance within OEDS, email [OEDS.ContactUs@education.ohio.gov](mailto:OEDS.ContactUs@education.ohio.gov)

If you need assistance or have general questions regarding the UEI process, please email [FFATA.Reporting-UEI@education.ohio.gov](mailto:FFATA.Reporting-UEI@education.ohio.gov)